

## **OFFICE OF COMMUNITY DEVELOPMENT**

### **FULL TIME PERSONNEL**

Glenn R. Clancy, P.E., Director  
Jay Szklut, Planning & Economic Development Manager  
Jeffrey A. Wheeler, Planning Coordinator  
George W. Mahnke, Inspection/Enforcement Officer  
Ara Yogurtian, Inspection/Enforcement Officer  
Valerie Doerrer, Resident Engineer

Pauline M. Daniels, Administrative Assistant III  
Jeannine Rogan, Administrative Assistant I

### **PART TIME PERSONNEL**

John D. MacDonald, Plumbing and Gas Inspector  
Mary Trudeau, Conservation Commission Agent

Susan Lourie, Administrative Secretary (Hired 8/28/06)  
Geraldine Cummings, Permanent Volunteer

### **Atlas**

In 2006 The Office of Community Development began work to have the Assessor's Atlas updated and available through the Towns Geographic Information system (GIS). In the future the atlas will be available electronically to anyone looking for lot and owner information.

### **Board of Assessors**

Along with the preparation of the Atlas, other work was done at the request of the Assessors consisting mainly of computing areas of parcels of land, supplying Atlas prints for tax abatement cases and consultations with the Assessors' Department.

### **Conservation Commission**

During 2006 the Engineering Division provided copies of various Wetland area maps as requested and assisted the Commission with various questions concerning proposed projects in the wetlands.

In 2006 the Town of Belmont hired its first Conservation Agent. This part-time position will provide technical and administrative support to the Commission.

### **Electric Light**

As in previous years, various plans were prepared when requested showing all underground utilities to assist the Electric Light Department with the layout of utilities.

### **Pavement Management**

In 2006 the Board of Selectmen convened a Pavement Management Committee. The committee was asked to evaluate the current Pavement Management Program and make recommendations on how to better achieve the goals of the program. A report is expected in early 2007.

In 2006 roadway reconstruction was done on Bright Road and at the intersection of Washington Street/Blanchard Road/Grove Street.

The Office of Community Development continues to coordinate utility repairs and roadway reconstruction. Several meetings are held with the Department of Public Works – Water Division and other utilities during the development of a project. The Office of Community Development also continues to evaluate and repair sanitary sewers and storms drain in roadways scheduled for reconstruction.

### **Health Department**

The Office of Community Development worked very closely with the Health Department in 2006. Many of the public safety issues that are addressed by the Building Inspector also involve the Health Department. Additionally, the Director of Community Development works very closely with the Health Department assisting with the review of proposed septic systems under the Title V Regulations.

### **Plan Work**

Numerous plans and sketches were made for various town departments, boards and commissions.

### **Police Department**

We worked closely with the Traffic Division in 2006 on several projects such as traffic pattern realignments and crosswalk requests as requested by different neighborhoods in Town. We also worked with them during numerous reviews of proposed developments that would impact traffic in Town. In addition, we prepared maps of the Town and provide court testimony to assist in court hearings.

#### **Sanitary Sewers**

During 2006 private contractors made 24 connections to the sanitary sewer.

#### **Storm Sewers**

We made 7 studies of gutter flooding during 2006 and made repair recommendations to the Department of Public Works – Highway Division. Private contractors made 5 connections to property and we took measurements and locations for permanent records.

#### **Town Clerk**

Restriction lines, 150 feet from election polling places, were marked out at each of the eight precincts at the request of the Town Clerk.

We also assist the Town Clerk in selecting the proper house number for new or converted dwellings by providing plot plans of the property and technical assistance.

#### **Traffic Advisory Committee**

In 2006 your Director of Community Development attended monthly meetings as staff liaison to the Traffic Advisory Committee. Truck traffic, intersection redesign, Trapelo Road redesign as well as many other concerns was discussed at these meetings. Information and support was given to the Committee by this department as needed.

#### **Water Department**

The Engineering Division performed various functions for the Water Department including locating sanitary sewers and storm drains for repair and/or replacement of domestic water lines and main lines.

Notifications of new sanitary sewer house connections are sent to the Water Department to update the sewer use master list for billing purposes. Additionally, all phases of the Water Department 30-Year Plan are closely coordinated with the Engineering Division in order to ensure coordination of utility replacements or upgrades as well as pavement restoration.

#### **Building Division**

During 2006, this division processed 790 building permits, received 176 possible zoning violation complaints, 20 possible building code complaints and 19 general bylaw violation complaints. Estimated total building construction value was \$35,625,046.. All alleged zoning and building code violation complaints received during the year were investigated and notifications were sent to the parties involved. Through the cooperation of the Fire Department, the Building Division is notified of every fire in which possible structural damage is evident. Immediate inspections are made and recommendations given to the owners or builders.

Income for the calendar year 2006 from Building Permits totaled \$556,922 and income from Plumbing, Gas, Board of Appeal, Certificate of Inspections, Home Occupation, Signs, etc. totaled \$64,159. Total income received by this division was \$621,081.

During 2006, 575 plumbing permits were issued to properly licensed persons. Inspections were made on all work for which permits had been issued and other inspections were made at the request of the property owner. Total income received \$31,069.

During 2006, 398 gas permits were issued for which all necessary inspection and re-inspections were made. Total income received \$11,262.

#### **Zoning Board of Appeal**

During 2006, the Zoning Board of Appeals/Planning Board conducted 50 petitions with the following results:

Special Permits	49	Residential Applications:	32
Variances	16	Commercial Applications:	13
Amended	0	Institutions:	0
Site Plan Reviews	8		
Zoning Relief	0		
Withdrawn	2		
Denied	17		
Granted	53		
Pending	5		
Appeal	0		

Total application fees: \$10,900

Your Planning Coordinator attended all of the hearings

**State Building Code**

During 2006, as part of the duties required by the Massachusetts State Building Code, this division inspected 125 public buildings and spaces, (schools, hospitals, restaurants, public halls, day care centers etc.) for compliance with safe egress, emergency lighting and maximum capacity. This program requires on-site inspections. Mandatory fees collected during 2006 totaled \$3,248. As a means of keeping informed with the State Building Code and its ongoing changes and amendments, representatives from this division attended several state sponsored programs during 2006.

Respectfully submitted,  
Glenn R. Clancy, P.E., Director of Community Development